

## **CIRCUIT COURT FOR BALTIMORE CITY**

### **HR Officer, Courts**

The Circuit Court for Baltimore City is seeking an experienced applicant for the position of Human Resources Officer. The position is responsible for reviewing and processing of the Courts bi-weekly payroll for employees on the ADP system; serve as the HR resource and HRI System coordinator to ensure proper support in all steps of the "employees' life cycle" from hiring to termination. The incumbent must have the ability to maintain confidentiality; use sound judgment; deal effectively with City employees, officials and the public; and work independently while performing the duties and responsibilities of the position.

#### **Education and Experience**

Minimum qualifications include a high school diploma or equivalency and five to seven years of human resources experience, preferably in City government. The incumbent must possess excellent interpersonal skills and have the ability to communicate effectively both orally and in writing.

#### **Essential Functions**

- Coordinate compliance with administrative policies and procedures such as drug testing, CBI, EAP;
- Provides information and explains human resource policies and procedures to agency management and employees regarding personnel records, payroll administration, leave policies, employee benefits, FMLA;
- Modifies and places advertisements for Agency Departments;
- Compiles information and documentation for and participates in meetings related to a variety of personnel matters such as classification actions, Workman Compensation, and payroll administration; provides pertinent facts, identifies problem areas, makes recommendations and follows through on action resulting from meetings;
- Prepares HR forms, correspondence and reports and compiles statistics;
- Maintain personnel/attendance records and files;
- Acts as agency liaison with the Department of Human Resources and other agencies; and confers on human resources matters and resolves problems.

#### **Salary Range:**

\$48,945 - \$58,706

#### **To Apply**

Send cover letter and resume, by mail or email to:

**Frank Broccolina, Court Administrator**  
**Circuit Court for Baltimore City**  
**111 N. Calvert Street, Room 200**  
**Baltimore, MD 21202**  
[Frank.broccolina@mdcourts.gov](mailto:Frank.broccolina@mdcourts.gov)

**This position is open until filled.**

**The Circuit Court for Baltimore City is an Equal Employment Opportunity Employer.**